



UNIVERSITY OF NAIROBI

INTERNAL ADVERTISEMENT

Applications are invited for the following position:

SENIOR RECORDS CLERK GRADE A/B/C, UNIVERSITY HEALTH SERVICES, CENTRAL ADMINISTRATION, ADVERT NO. AD/3/214/26 – 2 POSTS

Applicants must have a mean grade of KCSE C or its equivalent, with credits in English and Mathematics, or equivalent qualifications. Applicants who were employed by the University before 2007 will be considered with the KCSE/KCE grades they already hold. In addition, candidates must possess CPS II or a Diploma in Records Management, be computer literate, and have served for a minimum of three (3) years as Records Clerk Grade AB.

NOTES

1. Applicants should email their application letters, certified copies of certificates and curriculum vitae (CV) giving details of their qualifications, experience and three (3) referees, as well as indicating their telephone and e-mail contacts.
2. Applications and related documents should be addressed to the Director, Human Resource, University of Nairobi.
3. Applicants should state their current designations, salaries and other benefits attached to those designations.
4. The application letter must bear the reference code indicated in the advertisement.
5. Late applications will not be considered.
6. Applications should be emailed as one file in PDF to: recruit-rcuhser@uonbi.ac.ke

CLOSING DATE: MONDAY MARCH 30, 2026

**THE UNIVERSITY OF NAIROBI IS AN EQUAL OPPORTUNITY EMPLOYER.
ONLY SHORTLISTED APPLICANTS WILL BE CONTACTED.**